

Queensbury Academy

Application Pack Cover Supervisor



Dear Applicant,

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

Queensbury Academy is the school of choice in Dunstable as it has been oversubscribed for the past four years. It has a growing Sixth Form which has expanded by 25% in the past year thanks to the quality of teaching and the range of courses on offer. There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into being better people.

This is an exciting time to be joining the academy and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's Local Governing Body. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email scaswell@queensbury.anthemtrust.uk to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,



Helen Palmer
Headteacher

Closing date: **28th June 2026** and interviews to be held - TBC
The school reserve the right to appoint before the application deadline.



Cover Supervisor

32.5 hours per week term time only (6.5 hours per day)

Salary scale Level 3d Point 7-11 Full time equivalent salary £26,402- £28,141

Actual salary £20,191.95

Start date: 1st September 2026

Ideal vacancy for someone wanting to progress into teaching

Queensbury Academy is a comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem trust which offers incredible support for every professional that works within it.

An exciting opportunity has occurred within our team of Cover Supervisors who cover classes when teachers are unavailable. Duties involve explaining work, supervision, and registration cover; planning and marking is not required. When cover supervision is not required, the post-holder will be required to assist in the general efficient operation of the school including supporting other support staff roles where necessary.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging
- CPD and collaborative practice that is full of innovation
- focus on staff wellbeing that ensures you enjoy your job and being part of a team
- amazing students that will make you proud to be part of the Queensbury family

An application information pack can be obtained from the Academy website: www.queensburyacademy.com or contact Mrs S Caswell, Business Support Assistant at the Academy on 01582 601241 or at scaswell@queensbury.anthemtrust.uk

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***The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).
CVs will not be accepted for any posts based in the Academy.***



Cover Supervisor – Job Description

Post title:	Cover Supervisor
Salary:	Salary Scale Level 3d Points 7-11
Reporting to:	Head of Department
Liaising with:	Principal, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
Purpose	To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.
Main duties and responsibilities:	<ul style="list-style-type: none"> • To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils. • To ensure that the work set by the teacher is carried out in accordance with the Academy’s strategy. To check that pupils have the appropriate equipment and materials to enable them to complete the tasks set and answering pupils’ questions about process and procedures. • To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the academy’s behaviour management policy is adhered to. • To deal with any emergencies or problems which occur, in line with the academy’s policies and procedures. • To ensure that completed work is collected at the end of the lesson and returned to the teacher. • To report to the teacher after the lesson, in accordance with the academy’s agreed referral procedures on any issues arising, including the behaviour of pupils. • To provide class support for students when not needed to cover lessons. • To assist in the general efficient operation of the academy, including providing cover for other support staff where necessary and as directed by the Principal. Such tasks may include: additional in-class support, assisting with display work, preparing resources, photocopying etc, carrying out other administrative tasks as needed, assisting in the 6th form independent studies area when required, invigilating examinations. • To attend staff meetings, participate in performance management arrangements and undertake training and development as required.



Teaching:	<ul style="list-style-type: none"> <input type="checkbox"/> To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere. <input type="checkbox"/> To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. <input type="checkbox"/> To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. <input type="checkbox"/> To ensure that ICT, Literacy, Numeracy, and academy subject specialism(s) are reflected in the teaching/learning experience of students. <input type="checkbox"/> To undertake a designated programme of teaching. <input type="checkbox"/> To ensure a high-quality learning experience for students which meets internal and external quality standards. <input type="checkbox"/> To prepare and update subject materials. <input type="checkbox"/> To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
	<ul style="list-style-type: none"> <input type="checkbox"/> To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. <input type="checkbox"/> To undertake assessment of students as requested by external examination bodies, departmental and academy procedures. <input type="checkbox"/> To mark, grade and give written/verbal and diagnostic feedback as required. <input type="checkbox"/> To ensure a safe working environment.
Academy Ethos	<ul style="list-style-type: none"> <input type="checkbox"/> To model and encourage others to uphold our CARE (Cooperation, Aspiration, Respect and Endeavour) values Undertake whole Academy duties as outlined in responsibilities agreed each year. <input type="checkbox"/> Monitor and support the overall progress and development of students in faculty. <input type="checkbox"/> To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. <input type="checkbox"/> To promote equal opportunities and celebrate diversity in all aspects of the Academy. <input type="checkbox"/> To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. <input type="checkbox"/> To promote actively the Academy's corporate policies. <input type="checkbox"/> To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. <input type="checkbox"/> To show a record of excellent attendance and punctuality. <input type="checkbox"/> To promote equal opportunities and celebrate diversity in all aspects of the Academy. <input type="checkbox"/> To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
Working time:	195 days per year. Full time.
Disclosure level:	Enhanced DBS



Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



Person Specification

Knowledge and Experience: Essential	Desirable
<ul style="list-style-type: none"> • Educated to GCSE level with English and Maths at A* - C • Previous experience of working in a school of educational establishment. • Understanding of the educational system and National Curriculum • Ability to maintain discipline in a classroom situation. • Able to tackle new subjects and sometimes challenging situations. • Willingness to undertake training. 	<ul style="list-style-type: none"> • Educated to A level in one of more subjects. • Previous experience in a classroom support role • Experience supervising small groups of pupils.
Skills and Abilities: Essential	Desirable
<ul style="list-style-type: none"> • Good Communication Skills. • Interest in Student Welfare. • Good Time Management, Ability to Prioritise. 	<ul style="list-style-type: none"> • Knowledge of behaviour management strategies • Ability to use IT to help supervise learning activities and for
Personal Qualities: Essential	Desirable
<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. • Willingness to work hard. • Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. • To command and demand respect from the school community. • A commitment to "personalising learning" for all students in the Academy. • Creativity and enthusiasm to promote a positive school image to the local and national community. • Team Player. • Sense of humour. • Ability to work to own initiative. • Commitment to equality principles 	





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